

SECTION 16

REIMBURSEMENT OF INCURRED COSTS

PERSONAL INJURY

Compliance with the following procedures in the event of personal injury to any personnel mobilized under the *Mobilization Plan* is required.

16.1 Notice of Injury to Medical Unit

The Medical Unit is to be advised of any injury immediately. The Medical Unit will provide or arrange for the care of the injured person.

16.2 Incident Report

The injury must be immediately reported to the on-scene Division Supervisor or higher officer so that the circumstances can be confirmed and a record made. This report, supported by the record in the unit log, and supplemented by the report of the Medical Unit, is required for the support of any claims made. Utilize the MOBE 4-2 form, Personal Injury Notice (see Appendix G.1).

16.3 Insurance Coverage

Injuries sustained while in the employ of the Washington State Military Department are covered under the Washington State Labor and Industries (L&I) insurance laws.

Injuries sustained while in the employ of the home fire service agency are covered under the benefit programs provided by that agency.

16.4 Volunteer Personnel: Injury Report to Washington State Military Department

Immediately upon an employee of the Washington State Military Department sustaining an injury, the Incident Management Team shall take the following actions:

- (1) Report the injury, within 24 hours, to the Washington State Emergency Operations Center: 1-800-258-5990.
- (2) Complete and fax (253-512-8497) to the Washington State Military Department Risk Manager, as soon as possible after the injury occurs, the following:
 - Personal Injury Notice (MOBE 4-2)
 - Medical Unit Report
 - Emergency Firefighter Time Report (Optional Form 288)
- (3) If taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I, and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is:

Washington State Military Department
Building 1
Camp Murray WA 98430

16.5 Career Personnel: Injury Report to Home Fire Service Agency

The following actions need to be taken immediately upon a career employee of any fire service agency sustaining an injury:

- (1) Report the injury, within 24 hours, to the home fire service agency.
- (2) Complete and fax to the home fire service agency, within 24 hours after the injury occurs, the following:
 - Personal Injury Notice (MOBE 4-2)
 - Medical Unit Report
 - Emergency Firefighter Time Report (Optional Form 288)
- (3) If taken to a hospital or other medical facility, advise the facility that it is an on-the-job injury covered by Washington State L&I (except LEOFF Plan 1 members), and complete the L&I claim form (to be provided by the medical facility). The employer name and address to be listed on this form is that of the home fire service agency.

16.6 Report to Home Fire Service Agency

A full report of any reportable firefighter injury, including incident history, cause of injury, and action taken, shall be made to the home fire agency.